

Approved 9/2/10

August 5, 2010

PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, Dawn Cacciotti, Doreen Noble, and Deborah Christen. Absent was William Murray. July 1, 2010 meeting was cancelled.

On-going Business:

1. Public Comment: Concern about employees appearing to take vacation prior to earning vacation according to the Salary Administration Plan; also Library questioning about step rates this fiscal year. Chair will contact Town Manager with these concerns/questions.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: Two new hires were received from the Fire Department – Seth Bernatchez, Firefighter/EMT, Grade 17, Step 1, \$16.66/hour, effective 7/1/10 and Kristen Hirsch, EMT, Grade 16, Step 1, \$15.79/hour, effective 7/1/10.
4. Review of Previous Meeting Minutes: Passed over.

Current Business:

1. Welcome Newest Member of LPC: Chair welcomed Doreen Noble as the Employee Representative to the LPC; reviewed the function of the LPC – Chair will e-mail Doreen as well as the other members of the LPC the current Salary Admin. Plan.
2. Job Description Format, Project: Dawn was unable to process materials – passed over until next meeting.
3. Review of Progress on LPC Initiatives for 2010 to 2011:
 - Review and standardization of job descriptions.
 - Change to Review and revise employee evaluation form & personnel action (include evaluation as part of personnel action form).
 - Review & revise disciplinary section of by-law.
 - Review & enhance grievance section of by-law.
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format, Employee vacation assigned, Vote for LPC Chair, Vice-Chair, and Secretary, Discussion and Review of LPC initiatives for 2011, Open Meeting Law, Salary increases for current fiscal year, Discussion and Review/Revise Disciplinary Section of By-Law, Discussion and Review/Enhance Grievance Section of By-Law, and Next Meeting Agenda.

The next scheduled meeting will be on September 2, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb made motion, Dawn seconded) at 6:33 p.m.

Respectfully submitted,

Deborah Christen, Secretary

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